

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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September 9, 2003

FROM: **GARY PENROD, Sheriff**
 Sheriff's Department

SUBJECT: CLASSIFICATION ACTION – SHERIFF'S CUSTODY SPECIALISTS

RECOMMENDATION:

1. Authorize the addition of two new positions classified to Sheriff's Custody Specialist, Technical & Inspection Unit, R40 (\$31,242 - \$39,894).
2. Authorize appropriations and revenue adjustments to the Sheriff's Department Budget for 2003-04, in the amount of \$81,600, as detailed in Financial Impact below. (Four votes required)

BACKGROUND INFORMATION: The Sheriff's Department, Bureau of Detentions and Corrections operates three main detention/correction facilities: West Valley Detention Center, Central Detention Center and Glen Helen Rehabilitation Center with a combined average daily population of approximately 5200 inmates. Per California Code of Regulations Title 15, inmates are entitled to visitation from friends and family. Currently, the staff at each facility schedule appointments for visits. The Inmate Welfare Committee has approved funding to establish a Centralized Inmate Visitation Reception Center at Glen Helen Rehabilitation Center. This Center will schedule inmate visits for all three facilities and provide a certificated ROP class in telephone reception. Aside from providing an additional vocational opportunity for female inmates, the Center will also provide improved public service since it will have twelve phone lines dedicated to scheduling appointments, ten hours per day, five days per week. In addition, it will free up staff at Central Detention Center and Glen Helen Rehabilitation Center to perform their other duties and will eliminate four Public Service Employee (PSE) positions at West Valley Detention Center currently dedicated to scheduling inmate visits.

In order to implement this program, the Department is requesting the addition of two Sheriff's Custody Specialist positions to provide security and supervise the inmates participating in the program. The Inmate Welfare Committee approved funding for these positions on March 26, 2003. Once the Center is fully operational (tentatively scheduled for October 2003), four PSE positions (Nos. 71834, 71875, 91605, and 91635) will be eliminated.

REVIEW BY OTHERS: The proposed action has been reviewed by Human Resources (Linda Matthews, Classification Manager) on August 26, 2003; County Counsel (W. Andrew Hartzell, Deputy County Counsel) on August 27, 2003; and the County Administrative Office (Mario Lara, Administrative Analyst) on August 28, 2003.

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FINANCIAL IMPACT: The additional cost of two Sheriff’s Custody Specialist positions for the remainder of this fiscal year is estimated at \$81,600. This increased cost, as well as the ongoing annual cost estimated at \$109,000, will be fully funded by the Sheriff’s Inmate Welfare Fund. The requested funding adjustments will provide sufficient salary appropriations to fund these positions, along with offsetting revenue from the Inmate Welfare Fund, for the remainder of 2003-04. In addition, this action will result in an estimated local cost savings of \$63,000 in 2003-04, due to the elimination of four PSE positions, which will assist the Sheriff Department in meeting any potential budgetary constraints in 2003-04.

AAA-SHR-SHR 100 1010	Regular Salary	\$81,600
AAA-SHR-SHR 9970	Other Revenue	\$81,600

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item, concurs with the department’s proposal, and recommends this action since it will provide improved service to the public and result in a local cost savings estimated at \$63,000.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Norm Hurst, Deputy Chief, 387-3637

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